

## Van Buren County Brownfield Redevelopment Authority Regular Meeting Minutes September 8, 2021

**Meeting Host / Secretary-Treasurer at BRA Office, Suite 302, 219 E. Paw Paw St, Paw Paw MI 49079**  
**All other attendees participated online from remote locations**

**Note for the Record**—This meeting was held online using Zoom remote meeting software as authorized in the Michigan Open Meetings Act. The source of this authorization is a declaration by the Van Buren County Board of Commissioners of a county-wide state of emergency, originally declared on 11/24/2020 and most recently extended on 01/26/2021 to its present expiration date of 12/31/2021. The meeting notice and tentative agenda, including the Zoom Meeting ID Number and login instructions, were properly and timely posted on the county's website to allow public participation. Each Board Member who attended remotely announced upon the start of the meeting or upon subsequent arrival his/her specific remote location (municipality/county/state) as required in the Act.

Board Member Attendance Report--Brownfield Redevelopment Authority Board									
Name	Position	Attendance Status	Declared Remote Location			Present	Present	+ Late	- Early
			Municipality	County	State	Anytime	@ Start	Arrivals	Departs
Gail Patterson-Gladney	Chair	Attended remotely	South Haven City	Van Buren	Michigan	Yes	Yes		
Lisa Phillips	Vice Chair	Attended remotely	Vicksburg Village	Kalamazoo	Michigan	Yes	Yes		
Cynthia Compton	Member	Attended remotely	South Haven City	Van Buren	Michigan	Yes	Yes		
Kate Hosier	Member	Did not attend meeting				No	No		
Katie Strohauser	Member	Attended remotely	Oshtemo Township	Kalamazoo	Michigan	Yes	Yes		
Zach Morris	Member	Attended remotely	Kalamazoo City	Van Buren	Michigan	Yes	Yes		
Dr. Patrick Creagan	Member	Attended remotely	Decatur Village	Van Buren	Michigan	Yes	Yes		
John Young	Member	Attended remotely	Hamilton Township	Van Buren	Michigan	Yes	Yes		
vacancy									
Count:						7	7	0	0
Members Present:							7 of 8	7 of 8	7 of 8
Quorum (Yes/No):							Yes	Yes	Yes

**1. Call to Order and Determination of Quorum and Attendees**

At 3:34 PM, by Chair Gail Patterson-Gladney with attendees/absentees/remote locations/quorum status as stated above and as follows:

- a. **Board Members Present (7); Board Members Absent (1); Board Vacancies: (1).** A quorum (7 of 8) is initially present and a quorum remained throughout the meeting
- b. **Staff and Others Present:** Secretary-Treasurer Wayne Nelson; Consultant Erik Peterson from Envirologic Technologies Inc.; Howard Ballard, Member representing applicant Great Lakes Cultivation Advisors LLC.

**2. Approval of Agenda**--The prepared agenda was adopted by unanimous consent.

**3. Approval of Minutes of Regular Meeting held August 11, 2021**--The minutes of the Regular Meeting held August 11, 2021, were presented. Motion by Morris, supported by Young, to approve the minutes with the correction of Chair Patterson-Gladney's name. Approved by a vote of 7-0. *Note: The draft minutes were corrected and reposted to the BRA website.*

**4. Public Comment**—None

**5. Secretary-Treasurer's Report**--Nelson presented a written report with oral enhancements and action item as follows:

- a. **EPA-Approved Grant Budget Amendment**—To be considered under New Business.
- b. **Resolution to Amend Various EPA Grant Work Orders**—To be considered under New Business.
- c. **Invoices for Approval**—The following invoices for approval:

Amount	Vendor	Invoice #	Invoice Date	Reason
<b>EPA Grant Invoices:</b>				
\$ 210.00	Envirologic Technologies Inc	07987	2021-08-17	Programmatic
-	Envirologic Technologies Inc			
<b>\$ 210.00</b>	<b>Envirologic Sub-Total</b>			
82.99	ServicePlus Office Supplies	810	2021-08-06	Printing calculator
<b>\$ 292.99</b>	<b>Total of EPA Grant Invoices</b>			
-	<no non-grant invoices>			
<b>\$ 292.99</b>	<b>Total of All Invoices</b>			

Motion by Phillips, supported by Compton, to approve these invoices for payment. Approved by a vote of 7-0.

6. **Other Correspondence**—Housing and reservations are now open for the National Brownfields Conference to be held in December.

7. **New Business**—

- a. **New Application for 501 Hillsborough Ave in City of Hartford**—Erik Peterson, along with Howard Ballard of Great Lakes Cultivation Advisors, LLC, presented an application for assistance including a Brownfield Plan for the site at 501 Hillsborough Ave in the City of Hartford. The site would mitigate environmental issues at the site and , upon completion, be leased to an entity under different ownership that would operate the site as a Michigan-licensed marihuana growing facility. This matter had been discussed as a pre-application at the August 11 meeting.  
Motion by Phillips, supported by Morris, to accept the application, subject to receipt of the application fee and a signed Development Agreement. Approved by a vote of 7-0.
- b. **Additional Work Order for Gateway Holdings LLC**—Erik Peterson presented an additional Work Order (#43) for this project based upon the initial work findings. The exact breakdown between the Hazardous Materials and Petroleum Assessment sub-grants will be worked out with the EPA. Motion by Compton, supported by Strohauer, to approve WO #43 for up to \$12,100. Approved by a vote of 7-0.
- c. **Additional Work Order for 119 N Main in Lawton**—Erik Peterson presented an additional Work Order (#44) for this project based upon the initial work findings. Motion by Compton, supported by Strohauer, to approve WO #44 for up to \$13,350. Approved by a vote of 7-0.
- d. **Possible New Application**—Erik Peterson noted that Zach Morris had referred an existing VBC manufacturer to Erik as the firm is exploring acquiring an additional site for their business. The exact location remains unfinalized and so, if appropriate, Peterson will present an application at a future meeting.
- e. **Possible EPA Grant Extension**—The current EPA Grant is set to expire on September 30, 2021. As approved by the Board on August 11, the Officers did file for a three-month extension request for which we await a decision by EPA.
- f. **EPA Grant Budget Amendment**—Secretary-Treasurer Nelson applied to EPA for a budget change to the grant by transferring \$3,900.00 (\$1,950.00 from each sub-grant) from Supplies to Travel to cover the already expended travel costs. This was approved by the EPA and now needs Board approval. Motion by Compton, supported by Creagan, to approve this budget amendment. Approved by a vote of 7-0.
- g. **Resolution to Amend Work Orders**—Wayne Nelson reviewed all EPA Grant Work Orders and identified several Work Order line items where work is complete but there were remaining balances that has been assigned to the allocated budget for the grant. Also identifies were a few instances where the actual invoices exceeded by a small amount the approved line item amounts. Nelson prepared a resolution for approval to release the remaining balances and allow the overages. Motion by Morris, supported by Phillips, to adopt the resolution as follows: **Resolved, the Van Buren County Brownfield Redevelopment Authority Board hereby approves the foregoing Amendments--(Releases)/Allowances, which shall constitute an amendment to each indicated Work Order detail line and to the Work Order total. The Secretary-Treasurer shall properly document each Work Order and the EPA Grant records to reflect these changes.** Approved by a vote of 7-0. *Note: The entire resolution appears in the Appendix at the end of these minutes.*
- h. **Status of BRA Board Member Vacancy**—Sarah Moyer-Cale resigned from this Board in August. The Board of Commissioners have received the application of Lisa Imus to fill the vacancy.

8. **Ongoing Business—EPA Grant/Brownfield Plan Project Updates**—Consultant Erik Peterson made comments on EPA Grant and Brownfield Plan projects as follows:

- a. **Sherman Hills**—Plan costs are being identified. It is unknown whether we will be able to perform work before the EPA Grant expires.
- b. **99 Walker Street in Lawton**—The Village of Lawton has decided to establish a local BRA. The Village Manager has expressed interest in an arrangement that would benefit the VBCBRA.
- c. **1-5 West Main Street, Hartford**—The VBCLBA is considering its next moves. There appears to be a potential basement wall support issue on 5 W Main Street.
- d. **101 Cemetery Rd in Bangor**—Erik Peterson is trying to advance the work and has concerns about debris on the site.

**9. Other Business/Reports**

- a. **Land Bank Report**—Morris and Compton stated that the VBCLBA is exploring funding for the 1-5 Main Street project in the City of Hartford.
- b. **Economic Development Corporation and Other Economic Development Report**—Morris reported that three firms have announced expansions recently, including Welch's in the Village of Lawton where a grant application for \$570,000 would support 57 new jobs.

**10. General Member Comments**—There were a few comments on items not related to specific meeting business.

**11. Adjournment**—With unanimous consent and all business being completed, the meeting was adjourned by the Chair at 4:54 PM.



Wayne Nelson, Secretary-Treasurer  
Van Buren County Brownfield Redevelopment Authority

Acronyms used in BRA Minutes:

<b>Acronym</b>	<b>Type</b>	<b>Meaning</b>
BRA or VBCBRA	Agency	Van Buren County Brownfield Redevelopment Authority
EPA	Agency	U. S. Environmental Protection Agency
EGLE	Agency	Michigan Department of the Environment, Great Lakes, and Energy
MEDC	Agency	Michigan Economic Development Corporation
SLBA	Agency	Michigan State Land Bank Authority
VBCLBA or LBA	Agency	Van Buren County Land Bank Authority
VBC	Agency	Van Buren County
VBCBOC or BOC	Agency	Van Buren County Board of Commissioners
VBCEDC or EDC	Agency	Van Buren County Economic Development Corporation
BEA	Environmental Term	Baseline Environmental Assessment
DDCC	Environmental Term	Documentation of Due Care Compliance
ESA	Environmental Term	Environmental Site Assessment (as in Phase II ESA)
QAPP	Environmental Term	Quality Assurance Project Plan
ETI	Company	Envirologic Technologies Inc, the EPA Grant contractor
BP	Brownfield Term	Brownfield Plan
LBRF	Brownfield Term	Local Brownfield Revolving Fund
ED	General Term	Economic development
SEV	Property Tax Term	State Equalized Value-should approximate 50% market value
TV	Property Tax Term	Taxable Value-the value for property tax rate billing

## Appendix to Minutes—The Resolution adopted in Item 7g:

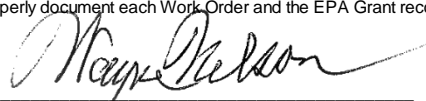
VBCBRA--EPA 2016 Brownfields Grant BF-00E02005												
Work Order Budgets, Budget Releases/Allowances, and Amended Work Order Budgets												
Amended Work Order Detail Info				Original Work Order Detail			Amendment--(Releases)/Allowances			Amended Work Order Detail		
Budget Detail Number	Work Order #	WO Detail #	Project Name	Hazardous Materials Budget	Petroleum Assessment Budget	Total Budget	Hazardous Materials Budget	Petroleum Assessment Budget	Total Budget	Hazardous Materials Budget	Petroleum Assessment Budget	Total Budget
160380-01-2A	01	2A	1447 St. Joseph St., South Haven	14,600.00	-	14,600.00	3.11	-	3.11	14,603.11	-	14,603.11
160438-04-2A	04	2A	204 N. West St., Lawton	18,675.00	-	18,675.00	(79.23)	-	(79.23)	18,595.77	-	18,595.77
170101-05-1A	05	1A	24401 Red Arrow Highway, Antwerp Twp	2,500.00	-	2,500.00	7.50	-	7.50	2,507.50	-	2,507.50
170101-05-3A	05	3A	24401 Red Arrow Highway, Antwerp Twp	4,000.00	-	4,000.00	5.00	-	5.00	4,005.00	-	4,005.00
170399-10-3A	10	3A	05585 Blue Star Highway, South Haven Twp	4,000.00	-	4,000.00	111.15	-	111.15	4,111.15	-	4,111.15
180073-11-2A	11	2A	67901 Red Arrow Highway, Hartford Twp	4,000.00	-	4,000.00	68.83	-	68.83	4,068.83	-	4,068.83
180073-11-3A	11	3A	67901 Red Arrow Highway, Hartford Twp	5,000.00	-	5,000.00	46.25	-	46.25	5,046.25	-	5,046.25
180073-15-3A	15	3A	67901 Red Arrow Highway, Hartford Twp	4,000.00	-	4,000.00	(1,389.50)	-	(1,389.50)	2,610.50	-	2,610.50
180226-17-2A	17	2A	23492 Red Arrow Highway, Antwerp Twp	-	14,450.00	14,450.00	-	(9.13)	(9.13)	-	14,440.87	14,440.87
180226-17-2B	17	2B	23492 Red Arrow Highway, Antwerp Twp	-	4,700.00	4,700.00	-	(170.00)	(170.00)	-	4,530.00	4,530.00
180254-18-2A	18	2A	72222 8th Avenue, South Haven Twp	-	9,425.00	9,425.00	-	(0.75)	(0.75)	-	9,424.25	9,424.25
190052-21-3A	21	3A	413 West Delaware Street, Decatur	4,000.00	-	4,000.00	(11.25)	-	(11.25)	3,988.75	-	3,988.75
190127-25-1A	25	1A	61072 68th St, Hartford Township	250.00	250.00	500.00	(250.00)	-	(250.00)	-	250.00	250.00
190127-25-2A	25	2A	61072 68th St, Hartford Township	2,950.00	-	2,950.00	(1.96)	-	(1.96)	2,948.04	-	2,948.04
190127-25-2B	25	2B	61072 68th St, Hartford Township	-	8,300.00	8,300.00	-	(789.27)	(789.27)	-	7,510.73	7,510.73
190180-27-2A	27	2A	804 S Kalamazoo, Paw Paw	-	12,950.00	12,950.00	-	14.26	14.26	-	12,964.26	12,964.26
190180-27-2B	27	2B	804 S Kalamazoo, Paw Paw	-	4,500.00	4,500.00	-	12.50	12.50	-	4,512.50	4,512.50
190180-27-3A	27	3A	804 S Kalamazoo, Paw Paw	-	4,000.00	4,000.00	-	(1,486.25)	(1,486.25)	-	2,513.75	2,513.75
190203-30-2B	30	2B	23944 Red Arrow Hwy, Antwerp Twp	-	4,500.00	4,500.00	-	(3,058.75)	(3,058.75)	-	1,441.25	1,441.25
190203-30-3A	30	3A	23944 Red Arrow Hwy, Antwerp Twp	-	4,000.00	4,000.00	-	(3,725.00)	(3,725.00)	-	275.00	275.00
190203-32-1A	32	1A	23944 Red Arrow Hwy, Antwerp Twp	-	500.00	500.00	-	(500.00)	(500.00)	-	-	-
190203-32-2A	32	2A	23944 Red Arrow Hwy, Antwerp Twp	-	7,450.00	7,450.00	-	(251.92)	(251.92)	-	7,198.08	7,198.08
190203-32-2B	32	2B	23944 Red Arrow Hwy, Antwerp Twp	-	3,000.00	3,000.00	-	268.30	268.30	-	3,268.30	3,268.30
190203-32-2C	32	2C	23944 Red Arrow Hwy, Antwerp Twp	-	5,450.00	5,450.00	-	70.70	70.70	-	5,520.70	5,520.70
190204-29-2A	29	2A	153 W Commercial Ave, Paw Paw	4,500.00	-	4,500.00	(2,022.50)	-	(2,022.50)	2,477.50	-	2,477.50
190204-29-3A	29	3A	153 W Commercial Ave, Paw Paw	4,000.00	-	4,000.00	(4,000.00)	-	(4,000.00)	-	-	-
190204-35-2A	35	2A	153 W Commercial Ave, Paw Paw	6,800.00	-	6,800.00	(4,756.52)	-	(4,756.52)	2,043.48	-	2,043.48
190204-35-2B	35	2B	153 W Commercial Ave, Paw Paw	8,200.00	-	8,200.00	(1,214.20)	-	(1,214.20)	6,985.80	-	6,985.80
190259-33-2A	33	2A	10336 Blue Star Hwy, South Haven Twp	-	9,050.00	9,050.00	-	(1,595.61)	(1,595.61)	-	7,454.39	7,454.39
190259-33-2B	33	2B	10336 Blue Star Hwy, South Haven Twp	-	4,500.00	4,500.00	-	(4,500.00)	(4,500.00)	-	-	-
190259-33-3A	33	3A	10336 Blue Star Hwy, South Haven Twp	-	4,000.00	4,000.00	-	(46.35)	(46.35)	-	3,953.65	3,953.65
190262-23-2A	23	2A	99 Walker St, Lawton	-	2,000.00	2,000.00	-	0.35	0.35	-	2,000.35	2,000.35
190262-23-3A	23	3A	99 Walker St, Lawton	-	4,000.00	4,000.00	-	50.00	50.00	-	4,050.00	4,050.00
Totals--Work Orders Being Amended				87,475.00	107,025.00	194,500.00	(13,483.32)	(15,716.92)	(29,200.24)	73,991.68	91,308.08	165,299.76
Totals--Work Orders NOT Being Amended				117,740.00	106,715.00	224,455.00	-	-	-	117,740.00	106,715.00	224,455.00
Totals--All Active Works Orders				205,215.00	213,740.00	418,955.00	(13,483.32)	(15,716.92)	(29,200.24)	191,731.68	198,023.08	389,754.76

Work Order Project Summary Info--All Work Orders				Original Work Order Summary			Amendment--(Releases)/Allowances			Amended Work Order Summary		
Project #	Project Name	Amendment Status		Hazardous Materials Budget	Petroleum Assessment Budget	Total Budget	Hazardous Materials Budget	Petroleum Assessment Budget	Total Budget	Hazardous Materials Budget	Petroleum Assessment Budget	Total Budget
County	County--Administration, Supplies, Travel			14,500.00	14,500.00	29,000.00	-	-	-	14,500.00	14,500.00	29,000.00
160354	Community Outreach and Programmatic			6,000.00	6,000.00	12,000.00	-	-	-	6,000.00	6,000.00	12,000.00
160379	Quality Assurance Project Plan (QAPP)			1,500.00	1,500.00	3,000.00	-	-	-	1,500.00	1,500.00	3,000.00
160380	1447 St. Joseph St., South Haven	Amended		14,600.00	-	14,600.00	3.11	-	3.11	14,603.11	-	14,603.11
160438	204 N. West St., Lawton	Amended		18,675.00	-	18,675.00	(79.23)	-	(79.23)	18,595.77	-	18,595.77
170101	24401 Red Arrow Highway, Antwerp Twp	Amended		6,500.00	-	6,500.00	12.50	-	12.50	6,512.50	-	6,512.50
170159	106 E. St. Joseph St., Lawrence			-	400.00	400.00	-	-	-	-	400.00	400.00
170264	139 E. Commercial Avenue, Paw Paw			8,200.00	-	8,200.00	-	-	-	8,200.00	-	8,200.00
170399	05585 Blue Star Highway, South Haven Twp	Amended		10,200.00	-	10,200.00	111.15	-	111.15	10,311.15	-	10,311.15
180073	67901 Red Arrow Highway, Hartford Twp	Amended		15,505.00	-	15,505.00	(1,274.42)	-	(1,274.42)	14,230.58	-	14,230.58
180116	109 E. Michigan Avenue, Paw Paw			2,950.00	20,300.00	23,250.00	-	-	-	2,950.00	20,300.00	23,250.00
180226	23492 Red Arrow Highway, Antwerp Twp	Amended		-	22,150.00	22,150.00	-	(179.13)	(179.13)	-	21,970.87	21,970.87
180254	72222 8th Avenue, South Haven Twp	Amended		-	9,425.00	9,425.00	-	(0.75)	(0.75)	-	9,424.25	9,424.25
190051	507 W. Michigan Avenue, Paw Paw			6,000.00	-	6,000.00	-	-	-	6,000.00	-	6,000.00
190052	413 West Delaware Street, Decatur	Amended		7,000.00	-	7,000.00	(11.25)	-	(11.25)	6,988.75	-	6,988.75
190074	South Haven City HOMES Project			10,800.00	-	10,800.00	-	-	-	10,800.00	-	10,800.00
190127	61072 68th St, Hartford Township	Amended		3,200.00	8,550.00	11,750.00	(251.96)	(789.27)	(1,041.23)	2,948.04	7,760.73	10,708.77
190176	08337 M-140 Hwy, South Haven Twp			-	3,000.00	3,000.00	-	-	-	-	3,000.00	3,000.00
190180	804 S Kalamazoo, Paw Paw	Amended		-	21,950.00	21,950.00	-	(1,459.49)	(1,459.49)	-	20,490.51	20,490.51
190189	Vacant Land, S Gremps, Paw Paw			-	3,000.00	3,000.00	-	-	-	-	3,000.00	3,000.00
190203	23944 Red Arrow Hwy, Antwerp Twp	Amended		-	41,750.00	41,750.00	-	(7,196.67)	(7,196.67)	-	34,553.33	34,553.33
190204	153 W Commercial Ave, Paw Paw	Amended		29,000.00	-	29,000.00	(11,993.22)	-	(11,993.22)	17,006.78	-	17,006.78
190259	10336 Blue Star Hwy, South Haven Twp	Amended		-	20,550.00	20,550.00	-	(6,141.96)	(6,141.96)	-	14,408.04	14,408.04
190262	99 Walker St, Lawton	Amended		-	6,500.00	6,500.00	-	50.35	50.35	-	6,550.35	6,550.35
200001	207 E Michigan Ave, Paw Paw--RESCINDED			-	-	-	-	-	-	-	-	-
200192	Sherman Hills			5,000.00	-	5,000.00	-	-	-	5,000.00	-	5,000.00
210068	1-5 W Main St, Hartford			8,550.00	-	8,550.00	-	-	-	8,550.00	-	8,550.00
210102	101 Cemetery Rd, Bangor			7,000.00	-	7,000.00	-	-	-	7,000.00	-	7,000.00
210150	119 N Main St, Lawton			-	20,350.00	20,350.00	-	-	-	-	20,350.00	20,350.00
210163	Gateway Holdings LLC			30,035.00	13,815.00	43,850.00	-	-	-	30,035.00	13,815.00	43,850.00
Totals--All Active Works Orders by Project				205,215.00	213,740.00	418,955.00	(13,483.32)	(15,716.92)	(29,200.24)	191,731.68	198,023.08	389,754.76

**Resolved,** the Van Buren County Brownfield Redevelopment Authority Board hereby approves the foregoing Amendments--(Releases)/Allowances, which shall constitute an amendment to each indicated Work Order detail line and to the Work Order total. The Secretary-Treasurer shall properly document each Work Order and the EPA Grant records to reflect these changes.

Certified as Adopted on September 8, 2021

  
Wayne Nelson, Secretary-Treasurer